

DEPARTMENT OF DEFENSE PERSONNEL/PAYROLL ADVISORY LETTER (PAL)

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INTRODUCTION

The Personnel/Payroll Advisory Letter (PAL) has been established to (1) ensure users of the Defense Civilian Personnel System (DCPDS) and Defense Civilian Payroll System (DCPS) are informed of known system conditions that require workaround action or special handling; (2) ensure consistency in processes between the personnel and payroll systems throughout Department of Defense (DoD); (3) ensure only approved workarounds are provided to users; and (4) encourage communication of problems and issues through appropriate channels with results being coordinated and documented. The document has been divided into sections to allow for quick reference to the specific topic being sought. In addition, a by-subject-matter index is provided.

Each issuance will reflect all known problems and deficiencies with both versions of DCPDS and DCPS being repeated as necessary from one issuance to the next. Items that have been resolved, either through change to the systems or modification in policy or practices will be reflected as a RESOLVED item in the next issuance following resolution. Resolved items will appear one time only.

The advisory differentiates between system problems and system deficiencies. System problems are those items that result from a break in the system that previously worked and have been documented as an official problem report for change of system process. Official workaround documents will be issued and tracked for problem conditions. Deficiencies are those conditions that can, if not properly attended, cause an undesired or inappropriate result in the employee record or pay. Deficiencies will be accompanied by processing guidance that will minimize the chance of errors.

The intent is not to impact Component business practices by the workarounds or processing guidance; however, we encourage consistency in application of the processes and instructions throughout the Department. Comments and concerns should be addressed through Component representatives to the Civilian Personnel Management Service (CPMS) OPR for Personnel/Payroll Interface.

TABLE OF CONTENTS

Subject	Workaround / Remedy / SCR #	Page
Section I: DCPDS KNOWN INTERFACE DEFICIENCIES/PROBLEMS		
A. OPEN Problems/Deficiencies		
1. NOA 827 Retention Incentive	05-0008	5
2. Pay not Capped Correctly on NOAC 702 PRD 6 PTID 0558	05-0005 / 20102	5
3. NOA 317 Resignation	05-0003 / 18843	6
4. Separate Maintenance Allowance (SMA)		6
5. Foreign Transfer Allowance (FTA)	01-0006 / X7711	6
6. Correction of Effective Dates		6
B. RESOLVED Problems/Deficiencies Since Last Issuance		
1. NOA 816 Relocation Bonus for LEOs	05-0006 / 18013	7
2. NOA 849 Senior Career Employee Rank Award	05-0004 / 20748	7
3. NOA 842 Suggestion Award	05-0002 / 18378	8
Section II: DCPS KNOWN INTERFACE DEFICIENCIES/PROBLEMS		
A. OPEN Problems/Deficiencies		
1. NOA COA Payroll Reject	05-0010 / X9620	9
2. FEHB Pre-Tax Waiver	05-0009 / X8939	9
3. BRAC Commission Members with Pay Plan SR	05-0007	9
4. Highly Qualified Experts (Pay Plan EE)	05-0001 / Y0723	10
5. NOA 7## Transactions with Same Eff Date as NOAC 894/800	04-0009 / X8624	10
6. Erroneous T-Supplemental Records	04-0004 / X9906	10
7. New Hire Erroneous Reject	04-0003 / Y0108	11
8. Distance Learning for TP with Retention Allowance	03-0017 / X9904	11
9. Retroactive Pay Adjustments for Transferred Employees Who Are Remaining in Same Payroll Office	03-0008	12
10. PCA for Dentist Additional	03-0005 / X9108	12
11. PCA for Dentists (Erroneous PAYNEW)	02-0012 / X9108	12
12. Premium Pay for Emergency Medical Series 640	03-0002 / X5614	13
13. Student Firefighters	02-0006	13
14. Navy UIC Prefix	02-0003 / X8937	13
15. New Hire Transactions Rejecting because of FEHB Plan 'ZZ' and FEHB status 'Y'	02-0001 / X8617	14
16. Chaplains Pay Basis	01-0009 / X8466	14
17. Air Traffic Controller	01-0005 / X8095	14
18. Temporary Supplemental Data on RECON File	01-0004 / X8002	15
19. Physicians Comparability	X7988	15
20. Teacher Hired during Summer Recess	X7449	15
21. LQA/TQSA Overlap	X7130	16
22. PSEUDO Social Security Numbers	X7083	16
23. Auto Roll Part 2 – NOACs 001 and 5ED	X7039	16

Subject	Workaround / Remedy / SCR #	Page
24. Separations with Temporary “T” Supplementals	X6867	16
25. DCPS Terminating Entitlements	X6826	17
26. Lump Sum Entitlements	X6800	17
27. Post Allowance for Principals/12 Month Educators during Leap Year	X6706	17
28. DoDEA Transactions & Supplemental Status	X6421	17
29. Annual Leave & Home Leave Usage for Pay Plan TP	X6189	18
30. Leave Ceiling on Overseas Employees	X6142	18
31. Pay Changes on Educators in Non-Pay Status	X5889	18
32. Common Data Elements with Different Code Values	X5537	18
33. Delete Foreign Entitlements	X5414	19
34. Reemployed Annuitants (Offset)	X5200	19
35. Date Last Equivalent Increase/Reverse Interface	X5052	19
36. Suspensions not Served Consecutively		20
B. RESOLVED Problems/Deficiencies since Last Issuance		
None		20
III: SPECIAL INTERFACE ITEMS AND INFORMATION		
A. DCPS Invalid Rejects to Personnel		
1. Dispatchers (Occ Srs 2151)	04-0005 / Y0221	21
2. Employee Serviced by a Different Component	04-0001 / X9300	21
3. Retirement Annuity Sum Flag	X9131	21
4. Lump Sum Severance Pay	X6981	22
5. NOA 002, Correction	X6680	22
6. NOA 703 and CAO	X6416	22
7. NOA 112/512 TAPER Appointments	X6231	23
8. NOA 872 Time Off Awards	X6220	23
9. Invalid Payroll Reject Selection Criteria	X5256	23
B. DCPDS Processing Guidance for Special Situations		
1. NAF Retirement		23
2. Retirement Annuity Annual Increase		23
3. Processing Extensions on Appointments with NTE Dates		23
4. Correction to NTE Date		25
5. Entitlements Edits in DCPDS		25
6. Thrift Savings Plan (TSP) Dates		26
7. Awards		28
8. SSN Correction/Change		28
9. Temporary Assignment NOAC – Change in Payroll Database		29
10. Procedures for Correcting Payroll Office ID		29
11. Part Time Indicator		30
12. Proper Procedures for Coding Records with Pay Plan ED		31
13. Firefighter Hours Scheduled and Premium Pay Indicator Change		31
C. Processing Reminders and Items of Interest		
1. Separated Employee – Rehired and Severance Pay should be terminated		31

Subject	Workaround / Remedy / SCR #	Page
2. Reconciliation Mismatch Report		31
D. RESOLVED Special Interface Items and Information		
None		31
IV: HARD COPY DOCUMENT REQUIRED BY PAYROLL OFFICES		
A. Standard Forms 50 (NPA) Required by the Defense Civilian Pay System Payroll Offices		32
B. Other Documents		33
V: DFAS PAYROLL REMEDY TEMPLATES		
A. VSIP/VERA Payment Options	04-14389-DoD	34
B. TDY Danger Pay and/or Post Differential		34
VI: ADDITIONAL INFORMATION		
A. Standard Operating Procedure for Manual Workaround Request/Approval		35
B. New Payroll Sequence Validation Procedures		37
C. Personnel Pay Application Data (PAD)		38
D. Payroll Regeneration Guidance		38
E. Life as a Personnel Action		39
F. When should a DFAS Remedy Cover Sheet be included in the fax to DFAS Imaging		40
Index		42

Section I: DCPDS KNOWN INTERFACE DEFICIENCIES/PROBLEMS

A. OPEN Problems/Deficiencies

1. **NOA 827 Retention Incentive:** A provision in the Federal Workforce Flexibility Act of 2004 provided agencies with the authority to pay recruitment, relocation and retention incentives (3Rs) to employees. This new authority replaced the former recruitment and relocation bonus and retention allowance authorities. OPM published processing guidance for the 3Rs on June 9, 2005 that provided a new Nature of Action Code (NOA 827) for retention incentive. This new NOAC will be established in both DCPDS and DFAS later this year.

WORKAROUND:

Personnel: HR user will fax the Pseudo SF50 to DFAS Imaging citing Official Workaround number 05-0008. The Pseudo SF50 should reflect the annual dollar amount of the retention incentive in block 20 (leaving blocks 16-19, 20a-20d and 21 blank) (except for pay basis per hour, the amount would be reflected in an hourly amount) and include remark "Retention incentive of XX% of adjusted basic pay is authorized" (XX% should reflect 10%, 5%).

When HR processes a personnel action that changes an employee's pay, HR user will need to create a new Pseudo SF50 with the new dollar amount and remark effective the same date as the personnel action and fax to DFAS Imaging.

When HR needs to terminate the Retention Incentive, HR user will need to create a Pseudo SF50.

Payroll: See attached memorandum.



memo-retention-incentive.doc

Official Workaround Document: 05-0008

2. **Pay not Capped Correctly on NOAC 702 PRD 6 PTID 0558:** Pay calculation routines are not capping the Adjusted Basic Rate properly when the Pay Rate Determinant is 6 (Special Rate), Pay Table ID is 0558, Pay Plan GS, Grade 15, step 9 or 10 and position is in the San Francisco or Houston Locality Area. This also affects the Los Angeles and New York locality area with the same pay information except just for Step 10. User attempted to process an NOAC 702 action on an employee who was a GS-346-14/10 and is being promoted to GS-340-15/10 on same pay table. Because of the Payable Salary Limitation set by the Executive Schedule, the Salary Table limits pay at this step to Level IV of the Executive Schedule which is \$136,900. When inputting Step 10 on the RPA, the RPA populates with the incorrect Adj Basic Pay of \$141,194. Salary area is grayed out, so user cannot input correct salaries. PRD is listed correctly as 6 on Page 3 of RPA.

WORKAROUND:

PERSONNEL: User will need to change the Pay Rate Determinant to 0 and then update HR in the NOA 702 action. User will then need to process DoD Correction to the NOA 702 action to correct the Pay Rate Determinant back to 6.

Official Workaround Document: 05-0005

DCPDS Remedy #: 20102

3. **NOA 317 Resignation:** Resignation, NOA 317, processed with the wrong effective date. The resignation was cancelled and the appropriate resignation would be processed with a different effective date. The cancellation returned the ex-employee to an employee. User tried to process the resignation and received error message: "Person is no longer valid for the entered effective date". The assignment history shows that the end date on the employee's position was never removed and employee does not have an assignment history.

WORKAROUND:

PERSONNEL: HR user will fax the Pseudo SF50 to DFAS Imaging citing Official Workaround number 05-0003.

PAYROLL: Payroll technicians must manually enter the Pseudo SF50.

Official Workaround Document: 05-0003

DCPDS Remedy #: 18843

4. **Separate Maintenance Allowance (SMA):** Employees may be authorized SMA for either dangerous or adverse living conditions to meet the additional expense of maintaining family members elsewhere. Based on the Department of State Standardized Regulation, SMA can be reduced when Government Quarters or Special Benefits are available to family members. Some of the Components are granting a reduced SMA to their employees. DCPDS does not have the functionality to allow a percent of SMA to process and pay the employee; it only allows a category of SMA, not a percentage of SMA.

WORKAROUND:

DCPS will handle this problem through online entry by the payroll office. The DCPS system has a field in the entitlement record called "SMA RATE OF REDUCTION PERCENTAGE." Personnel must fax the SF-1190 (showing the reduction %) to DFAS Imaging for manual entry.

5. **Foreign Transfer Allowance (FTA):** FTA was previously identified as an entitlement that could be authorized through the 5EN process. The capability that was provided in the personnel system allows for input of a single dollar amount and is not available for all of DoD agencies' use. FTA is to be authorized in three different categories of payment defined by the DSSR, and cannot be properly supported through existing interface processes by either personnel or payroll.

WORKAROUND:

FTA authorization must be submitted to the servicing payroll center in hard copy. The personnel office will ensure accurate preparation of the SF-1190 and worksheet DSSR 240 for submission to the servicing payroll center. The payroll center will accept the SF-1190 and manually implement the payment as appropriate. This workaround will remain in effect until the processes are developed and implemented in both DCPDS and DCPS.

Official Workaround Document: 01-0006

DCPS SCR X7711: Placeholder – Ranked #72

6. **Correction of Effective Dates:** DCPDS design does not support correction of effective dates as these are control fields for many in-system data elements and processes. If an appointment action is input to DCPDS with an erroneous effective date, the action will have to be cancelled in DCPDS. The cancellation will not process at DCPS, but will be written to the payroll invalid report to allow for appropriate manual intervention. This procedure was

established to avoid the inappropriate inactivation of a record for pay purposes when the action is to be re-input with corrected information.

WORKAROUND:

Processing Guidance: If the employee is not being appointed and the DCPS record should be inactivated, notify the payroll technician and provide a copy of the appointment and cancellation NPAs. If the employee will be appointed with a new transaction, ensure the action is input with the new information immediately following the cancellation. Coordination with the payroll technician will ensure the payroll office takes the appropriate action.

Payroll: If the cancellation to an accession is received, contact the Personnel Office to verify if it is a true cancellation or just a change to the effective date and/or NOAC before taking any action. If it is a change to effective date, then change the new hire date effective through the employee update program. DO NOT USE SEPARATION CODE 95.

B. RESOLVED Problems/Deficiencies since Last Issuance

1. **NOA 816 Relocation Bonus for LEOs:** While attempting to process a NOA 816 Relocation Bonus for a law enforcement officer, user received error message: "APP-GHR-38610: Award amount cannot be greater than 25% of the employee's basic pay." "An agency may pay a relocation bonus of up to the greater of \$15,000 or 25 percent of basic pay to a law enforcement officer (as defined in 5 U.S.C. 5541(3)) paid under the General Schedule." Therefore employees meeting the "law enforcement" criteria are allowed to receive the greater of \$15000 or 25%.

WORKAROUND:

PERSONNEL: HR user will fax the Pseudo SF50 to DFAS Imaging citing Official Workaround number 05-0006.

PAYROLL: Payroll technicians must manually enter the Pseudo SF50.

Official Workaround Document: 05-0006

DCPDS Remedy #: 18013

Fixed May 8, 2005, Patch 57.1

2. **NOA 849 Senior Career Employee Rank Award:** Erroneous edit not allowing employees the 35% maximum on NOA 849, Senior Career Employee Rank Award. Error message received: "APP-GHR-38611 Award Percentage cannot be greater than 25%." 10 USC 1607(c) authorizes rank awards for DISL and states that it will be the same as those authorized under 5 USC 4507. Under 4507(e)(2), the max is 35%.

WORKAROUND:

PERSONNEL: HR user will fax the Pseudo SF50 to DFAS Imaging citing Official Workaround number 05-0004.

PAYROLL: Payroll technicians must manually enter the Pseudo SF50.

Official Workaround Document: 05-0004

DCPDS Remedy #: 20748

Fixed May 8, 2005, Patch 57.1

3. **NOA 842 Suggestion Award**: Erroneous edit is not allowing user to process \$10K Suggestion Award, NOA 842, on an employee. Error message: "APP-GHR-38610: Award amount cannot be greater than 25% of the employee's Basic Pay". Suggestion awards are based on either a percentage of savings based on the suggestion or a dollar amount. There is no regulatory limit regarding the amount of a suggestion award compared to the employee's salary. The amount of the suggestion award is related to the benefit derived by the government as defined in Civilian Personnel Manual Subchapter 451.11.2.2.

WORKAROUND:

PERSONNEL: HR user will fax the Pseudo SF50 to DFAS Imaging citing Official Workaround number 05-0002.

PAYROLL: Payroll technicians must manually enter the Pseudo SF50.

Official Workaround Document: 05-0002

DCPDS Remedy #: 18378

Fixed May 8, 2005, Patch 57.1

Section II: DCPS KNOWN INTERFACE DEFICIENCIES/PROBLEMS

A. OPEN Problems/Deficiencies

1. **NOA COA Payroll Reject**: When employees are called to active duty in support of contingency, they are entitled to their share of FEHB costs paid for by the agency. Changes were made to DCPDS so when HR users included the LWOP Contingency dates in the NOA 473 LWOP US action, DCPDS would produce two Pay500s, one for NOA 473 LWOP-US and NOA COA LWOP Contingency. These two Pay500s are produced at the same time with the NOA COA having a different date/time stamp as the NOA 473. NOA COA notifies the payroll system of the agency's responsibility to pay the employee's share of FEHB premium while the employee is on contingency operations. When Pay500s are received and the payroll database is open for current pay period processing, these actions will process in the correct order according to the date/time stamp. However, if the actions are received when the payroll database is closed for processing and sent to the SF50 Hold file, the actions may not process in the correct order. If the COA is processed prior to the 473 at payroll, the action will reject back to the personnel office in error with error numbers 09 and 34.

WORKAROUND:

Personnel: HR user should ensure that the NOA 473 action has processed at DFAS and then regenerate the NOA COA Pay500 action.

Official Workaround Document: 05-0010

DCPS SCR #: X9620

2. **FEHB Pre-Tax Waiver**: FEHB Pre-Tax Waiver was implemented in October 2000 for all federal employees. SCR 04-12019-DoD was implemented to allow DCPDS to maintain the FEHB Pre-Tax Waiver information. A new non-numeric NOA "HBP" was created to flow the FEHB Pre-Tax Waiver value in position 86 of the PAY500 if updated by a user in DCPDS. This new process will be implemented in Patch 57.4, fielded on 19 Jun 05. DFAS has not implemented their SCR in DCPS, so when DCPDS flows a NOA "HBP" PAY500 to payroll, the transaction will reject back to personnel with Error #1016 – CODE/NUMBER NOT FOUND and Error Field NOAC.

WORKAROUND:

Personnel: HR user should fax the hardcopy Pre-Tax Waiver to DFAS Imaging citing Official Workaround number 05-0009.

The DFAS memo on FEHB Pre-Tax Waiver is available on this link:

<http://www.defenselink.mil/dfas/money/civpay/P-00-13.pdf>

Payroll: Manually update the FEHB Pre-Tax Indicator on the employee's record.

Official Workaround Document: 05-0009

DCPS SCR #: X8939

3. **BRAC Commission Members with Pay Plan SR**: P.L. 107-107 authorized the BRAC Commission to be established. The members have been temporarily hired using pay plan SR. In DCPS, this pay plan is currently used for Judges who are treated like Executives and the Board of Regents who are treated like Consultants. There are specific edits for the Agency/Major Claimant. The BRAC Commission members do not fall under the Agency/Major Claimant combination required by DCPS edits for pay plan SR.

WORKAROUND:

Personnel: HR user needs to notify the payroll office via Remedy and fax the SF50 to DFAS Imaging citing Official Workaround number 05-0007 each time a transaction is interfaced for the members of the BRAC Commission with pay plan SR.

Payroll: If the employee is full-time with a pay basis of PA, the payroll technician will manually change the pay plan from SR to AD and set the employee type code as 'R.' If the employee is Intermittent with a pay basis of PD, the payroll technician will manually change the pay plan from SR to AD and set the employee type code as 'C.'

Official Workaround Document: 05-0007

4. **Highly Qualified Experts (Pay Plan EE):** Section 9903 of Title 5, U.S.C. gives the Secretary of Defense authority to establish a DoD program to attract highly qualified experts (Pay Plan EE). These experts are now entitled to locality pay not to exceed the rate of pay for Level III of the Executive Schedule; however, current DCPS edits show Pay Plan EE is not eligible for locality.

WORKAROUND:

Personnel: When a highly qualified expert has been hired under the authority as described above, HR user will fax the SF50 to DFAS Imaging citing Official Workaround number 05-0001. Each time a transaction is interfaced for one of these employees, HR will need to notify the payroll office via Remedy.

Payroll: Payroll technicians will manually change the Pay Plan from EE to SL.

Official Workaround Document: 05-0001

DCPS SCR #: Y0723

5. **NOA 7## Transactions with Same Eff Date as NOAC 894/800:** NOAC 7## transactions with an effective date the same as a NOAC 894 or 800 transaction are processing out of order in some situations in the payroll system. If both transactions are processed into DCPS on the same run, even if on separate interface packages, DCPS is erroneously processing the NOAC 7## prior to the NOAC 894 or 800. Since NOAC 894 or 800 is always the first transaction effective on a day, it does not contain the changes on the 7## transaction causing the employee to have incorrect data. This will generally occur at the beginning of the pay period since DCPS holds all payroll packages until after final pass; thus multiple packages in the same run.

WORKAROUND:

Personnel: When both a NOAC 7## and 894 or 800 transaction are effective on the same day, first process the 894 or 800 transactions. Wait a minimum of one day before processing the 7## transaction to ensure the date portion of the Time/Date Stamp is not the same.

Official Workaround Document: 04-0009

DCPS SCR#: X8624

6. **Erroneous T-Supplemental Records:** DCPS is creating erroneous T-supplemental records when a temporary promotion (NOAC 703) to a different Activity or Organization is terminated prior to the original NTE. This erroneous T-supplemental record can create either an overpayment or underpayment depending on the transaction that date ended the temporary promotion.

WORKAROUND:

Payroll: Payroll must delete the erroneous T-supplemental records and correct the employee's P-supplemental records, if necessary.

Personnel: Personnel will submit a Remedy ticket citing this workaround number if they find erroneous T-supplementals due to this situation. The Remedy ticket should reflect the effective date and NOAC of the action that terminated the T-supplemental record. Fax SF-50s, if requested by the payroll office.

Note: Do not request the personnel office to interface (reflow) the transactions again. Re-flowing the transactions through the interface will not correct this situation.

Official Workaround: 04-0004

DCPS SCR #: X9906

7. **New Hire Erroneous Reject:** A new hire transaction was received for an employee that had separated and received severance pay 2 years prior. This action rejected to the payroll invalid report (P6606R01). The error message on the reject was "3023 EMPLOYEE SERVICED BY A DIFFERENT COMPONENT." The PDS Driver program is not recognizing Employee Status Code = S. X5979 in Release 99-3 impacted this area and added logic to include Status Codes "P", "X" and "T." This employee has a Status Code = "S."

WORKAROUND:

Payroll: The new hire action must be manually entered.

Personnel: Personnel must fax the SF-50 to DFAS Imaging citing Official Workaround 04-0003.

Official Workaround: 04-0003

DCPS SCR #: Y0108

8. **Distance Learning for TP with Retention Allowance:** (1) It has been brought to our attention that a system edit is causing all transactions to reject back to the personnel office in error for the Distance Learning Teachers. The problem occurs when DCPS edits the GLO ("must ='alpha'") for Department of Defense Education Activity (DoDEA) teachers with pay plan TP. The Distance Learning Teachers are located stateside (numeric GLO), yet maintain the TP pay plan. (2) DoDEA is authorizing a retention allowance for TP teachers for the first time. When the transaction is received, it rejects back to the personnel office in error (due to the GLO/Pay Plan edit). DCPS calculates the retention allowance based on an hourly divisor which is not correct for TP teachers.

WORKAROUND:

Payroll: The payroll office should manually input any transactions that reject back to Personnel on the Returns to Personnel Report P6606R03 for the above reason. The error report will show the Error Field as PN (pay plan) and GLO (geographic location) with error message "9000 – INVALID VALUE IN FIELD(S)."

The GLO should remain "alpha" in DCPS. In addition to entering the transaction in DCPS, if the transaction is for retention allowance, the PRO will need to process manual pay adjustments each pay period to pay the retention allowance correctly.

Personnel: Personnel should notify the payroll office of the actions as they are being done for the Distance Learning Teachers by faxing the SF-50 to DFAS Imaging citing Official Workaround number 03-0017.

Official Workaround: 03-0017

DCPS SCR #: X9904

9. **Retroactive Pay Adjustments for Transferred Employees Who Are Remaining in the same Payroll Office:** If an employee transferred to another Component/servicing Component after the retroactive pay adjustment effective date, yet remained in the same payroll office, the losing Component/servicing Component will process the pay adjustments and all corrections to transactions through the date of transfer. Since these employees are now serviced by another Component/servicing Component, the transactions will reject back to Personnel without updating the employee's record. Current DCPS edits will not allow these types of transactions to be processed if they are received from a different Component/servicing Component than the one currently providing service to the employee.

WORKAROUND:

Payroll: Manually enter the pay adjustment action to allow for timely payment to employee. DO NOT change the employee's servicing Component to the value on the SF-50 when entering these transactions.

Personnel: HR user should fax the SF50 to DFAS Imaging citing Official Workaround 03-0008 and provide the appropriate notification through payroll office Remedy.

Note: This is a workaround to be used only for the retroactive pay adjustments and intervening actions for transferred employees processed by the losing Component/servicing Component yet remaining in the same payroll office.

Official Workaround: 03-0008

10. **PCA for Dentist Additional:** Title 5 Physicians and Dentists are allowed Physician's Comparability Allowance (PCA). Current DCPS edits allow only Doctors to receive these payments. When Personnel sends a transaction such as a pay adjustment for a Dentist entitled to Physician's Comparability Allowance, DCPS changes the Employee Type Code to "R." Because the Employee Type code is other than "D", the PCA entitlement is autodeleted and a reverse interface file is sent to Personnel alerting them to the change in the employee's PCA entitlement.

WORKAROUND:

Payroll: Change the Employee Type code to "D" through Employee Update. Once the Employee Type code is changed, enter the Physician's Comparability Allowance.

Personnel: Notify the payroll office of the erroneous reverse interface file. HR User will also need to restart the PCA entitlement effective one day after the erroneous termination.

Official Workaround: 03-0005

DCPS SCR #: X9108

11. **PCA for Dentists (Erroneous PAYNEW):** Title 5 Physicians and Dentists are allowed Physician's Comparability Allowance. Current DCPS edits only allow Doctors to receive these payments. The transactions for Dentists are rejecting back to Personnel with error message "1005 – EMPLOYEE IS INELIGIBLE." Personnel cannot correct or resend the transaction.

WORKAROUND:

Payroll: Change the Employee Type Code to 'D' through Employee Update. Once changed, enter the Physician's Comparability Allowance.

Personnel: Notify the payroll office of the erroneous reject and fax the SF-50 for manual entry.

Official Workaround: 02-0012

DCPS SCR #: X9108

12. **Premium Pay for Emergency Medical Series 640:** Emergency Medical employees, Occ Series 640, are occasionally entitled to Standby Premium Pay when hours scheduled exceed the normal 40 hour work schedule. DCPS requires modification to properly compute pay and leave for these employees. For clarification, these employees are entitled to Standby Premium Pay and are NOT covered under the firefighter pay legislation.

WORKAROUND:

Payroll: Please see attached "New EMT Workaround" document and "Worksheet For Computation Of FLSA Overtime For EMT's."

Personnel: Affected records must be coded with a valid Standby Premium Pay Indicator codes N thru W. Hours scheduled must exceed 40 weekly/80 bi-weekly.



Form 03-0002
Attachment 1.doc ...



Form 03-0002
Attachment 2.xls ...

Official Workaround: 03-0002
DCPS SCR #: X5614

13. **Student Firefighters:** Student Fighters (Occ Series 0099) are entitled to the same pay provisions as Occ Series 0081 Firefighters when their hours scheduled change from 40 to 72 hours per week. The processes that were developed to manage the new firefighter pay calculations do not recognize the employees as firefighters because of the occupational series assigned. Extraordinary processing is necessary to ensure student firefighters are properly paid.

WORKAROUND:

Payroll: Upon receipt of each SF-50, manually enter the appropriate information including changing the occupational series from 0099 to 0081 and apply the new firefighter pay calculation processes.

Personnel: HR user must fax each SF-50 created on these employees to DFAS Imaging citing Official Workaround number 02-0006.

Official Workaround: 02-0006

14. **Navy UIC Prefix:** Navy records serviced by another Component are written to DCPS using Navy Business rules. The payroll system has code in place to prefix the standard 5 character Navy UIC with a zero to meet the six character UIC size requirement in DCPS. The insertion is done based on "servicing" Component rather than "owning" Component so cross-serviced records are not updated with the DCPS-required zero prefix. All actions transmitted with the VALID 5 character UIC reject at DCPS because of the UIC.

WORKAROUND:

Personnel: Payroll Regeneration capability must be used to regenerate each transaction processed on Navy records serviced by agencies other than Navy. The regenerated transaction will be modified to reflect a six character UIC, prefixing the real five character value with zero.

Official Workaround: 02-0003

DCPS SCR #: X8937

15. New Hire Transactions Rejecting because of FEHB Plan "ZZ" and FEHB Status

"Y": The personnel office is flowing new hire transactions for employees that were previously separated from the database. These transactions have a FEHB plan of "ZZ" and the FEHB status of "Y." When this happens, DCPS is attempting to access the active "WG" deduction record. Some of these employees no longer have an active (date-end = 999999) "WG" deduction record. Therefore, the transaction is rejecting back to Personnel on the Returns to Personnel Report P6606R03 with error message "25 FEHB ID."

WORKAROUND:

When the transaction is rejected, a hardcopy SF-50 must be faxed to the payroll office for manual input.

Official Workaround: 02-0001

DCPS SCR #: X8617

16. Chaplains Pay Basis: Chaplain interface actions are erroneously rejecting back to Personnel because of their FB pay basis. Pay basis FB is valid for chaplains in the personnel system, but not recognized in DCPS because of the unique factors that have to be taken into account to determine their pay entitlement. Air Force Personnel has asked that the interface for Chaplains stop being returned to them because of the FB pay basis that is valid to Personnel. In lieu of rejecting the actions back to Personnel, the interface actions for Chaplains should be displayed on the payroll office Personnel Interface Invalid Report P6606R01 for payroll review and manual intervention.

WORKAROUND:

Payroll: Monitor the Returns to Personnel Report P6606R03 for rejects on Chaplains (Pay Basis = FB), and take appropriate action, if necessary. Manual payments to these employees will continue.

Personnel: Ignore payroll rejects for these Chaplain interface actions.

Official Workaround Document: 01-0009

DCPS SCR #: X8466

17. Air Traffic Controllers: Deputy Secretary of Defense's April 28, 2001, memorandum authorized 5% premium pay for certain Air Traffic Controllers (ATC) within DoD. This premium is not considered earnings for Retirement/TSP/FEGLI purposes. Additionally, employees receiving this premium pay are exempt from the bi-weekly GS15/10 salary limitation. Until such time as DCPS is modified to create a new entitlement type for this premium, these employees will be treated as Administratively Uncontrollable Premium (Employee Type Code U).

WORKAROUND:

Payroll: Monitor the Master Employee Report Add/Change/Delete Report and identify any employee who received a 5% YU entitlement on or after 28 April 2001. If the employees Occ Series is 2152 (Air Traffic Controller), manually update the special employee indicator to L1 on that record and any existing subsequent records with occupational series = 2152. This will raise the employee's biweekly salary limitation to Executive Level 1. If an interface transaction for one of these employees rejects to the Invalid Report P6606R01, ensure the occupational series is 2152 and the effective date of the action is on or after 28 April 2001 before establishing the entitlement and updating

the Special Employee Indicator. SCR X8095 (5% Premium Pay for DoD Air Traffic Controllers) contains the requirements to develop a permanent systemic solution to automate the payments for this new premium.

Personnel: Update premium pay indicator for applicable employees to a value of “1” (5% of applicable salary) which will output an action to DCPS with NOA of JQU.

Official Workaround Document: 01-0005

DCPS SCR #: X8095

18. **Temporary Supplemental Data on RECON File:** The DCPS reconciliation process is erroneously reverting to superseded 'T' (Temporary) Supplemental records. This occurs when there are numerous 'T' supplementals, and the most recent one is no longer in effect. As a result, Personnel will flag this as a problem and submit it to payroll for their action.

WORKAROUND:

Payroll: Review the reconciliation sent by Personnel. If DCPS did send data from a superseded 'T' supplemental, ensure that the information from Personnel matches the most recent record in effect in DCPS.

Official Workaround Document 01-0004

DCPS SCR #: X8002

19. **Physicians Comparability:** When NOA 5EN is sent to payroll to add or change Physicians Comparability Allowance (PCA), the action will not update if there is a NTE date in payroll. For example: Personnel sends a 5EN with an effective date of 990804 to payroll. The action fails to update at payroll because a PCA NTE date of 990914 exists at payroll. The NTE date must be removed.

WORKAROUND:

If a PCA entitlement is not updated in payroll due to date edits, the payroll technician must reset the NTE Date on the existing entitlement record to one day less than the effective date of the new record. The new entitlement can then be established without a NTE date. Personnel will send NOA 5ED to terminate the PCA entitlement when appropriate.

DCPS SCR #: X7988

20. **Teacher Hired during Summer Recess:** When a teacher is hired during the summer recess period and the new hire effective date is then changed to a date greater than or equal to the SY (school year) begin date, the system is not setting the Supplemental Employee Status Code to 'A.' Furthermore, once the payroll office changes the Status Code to 'A', DCPS does not reset the Scheduled/Classroom Days Remaining based on the new effective date if the date is greater than the SY begin date. This will cause the employee to be paid at an incorrect rate.

WORKAROUND:

If this situation occurs, the payroll office must access the new hire supplemental and change the Status Code to 'A' and the Grade to one for a principal (K* or L*). Once that change is accepted, again access the same supplemental and change the teacher's grade back to the correct value. This will trigger DCPS to set the correct Scheduled and Classroom Days Remaining. No intervention is necessary by Personnel.

Official Workaround Document 00-0006

DCPS SCR #: X7449

21. **LQA/TQSA Overlap**: Effective June 21, 1999, the DSSR was changed to allow agencies to permit simultaneous payment of both Temporary Quarters Subsistence Allowance (TQSA) and Living Quarters Allowance (LQA) for up to five days after vacating residence quarters when heavy cleaning is required by the real estate agent and/or the lessor. CPMS further delegated that authority in a memorandum date July 18, 1999.

WORKAROUND:

Manual intervention is required by payroll. Personnel shall provide a copy of the SF-1190 to payroll.

DCPS SCR #: X7130

22. **PSEUDO Social Security Numbers**: DCPS and DCPDS cannot accept more than one position of employment under a single SSN. For example: An employee has two part-time positions, one at Army and one at DoDEA.

WORKAROUND:

The first Component hiring the employee should use the real SSN. The second Component should hire the employee under a PSEUDO SSN.

DCPS SCR #: X7083

23. **Auto Roll Part 2 – NOACs 001 and 5ED**: Auto Roll Part 1, DCPS release 01-1, implemented the processing of 'late original' actions through to subsequent actions as applicable. Auto Roll Part 2 will include processing to roll through the following types of actions (which were not included in Auto Roll Part 1) received on the interface: Cancellations (001) and Entitlement Terminations (5ED).

WORKAROUND:

Payroll: The pay technician must manually intervene to roll the changes forward through the current date.

Personnel: Send the required documentation to the payroll technician, if required.

DCPS SCR #: X7039 – Contains NOAC's 001 and 5ED

24. **Separations with Temporary "T" Supplementals**: When processing a separation transaction, DCPS end dates any "T" supplemental in effect at the time of separation one day prior to the effective date of the Separation. This causes the employee to be paid using the "P" supplemental on the date of separation rather than the "T." This affects employees whose pay rate is different on the "P" and "T" supplemental records. Also, it will affect accounting if the Activity or Organization is different on the "P" and "T" supplemental records.

WORKAROUND:

Personnel: HR user should notify the payroll technician to manually intervene to adjust the employee's rate of pay. No SF-50 is required.

DCPS SCR #: X6867

25. **DCPS Terminating Entitlements**: When a Foreign Entitlement is terminated, DCPS is erroneously terminating the entitlement one day early. DCPS terminates entitlements at the beginning of the day instead of at the close of business. This does not include those entitlements that are automatically terminated when a loss transaction flows from a losing personnel office.

WORKAROUND:

Personnel: HR user should enter the effective date of the termination of entitlement one day greater than the true termination effective date.

DCPS SCR #: X6826

26. **Lump Sum Entitlements**: Currently, separating employees with a lump sum entitlement that covers a period affected by a pay raise do not have lump sum entitlements calculated with the new pay rate.

WORKAROUND:

Payroll: The payroll technician must use the new pay tables to calculate the rate for employees with salaries not on the pay table, i.e., GM, Retained Grade/Pay. The pay technician must contact Personnel for the new rate of pay.

DCPS SCR #: X6800

27. **Post Allowance for Principals/12 Month Educators during Leap Year**: Currently, DCPS determines the division factor for Post Allowance for Principals/12 month educators the same as regular employees using calendar year (1 JAN – 31 DEC) instead of School Year (1 AUG – 31 JUL). During leap years the division factor is set at 366 in January. Since these employees are paid on a school year basis, this will create an incorrect calculation during Leap Years. The 366 division factor should begin for these employees 1 AUG and continue until 31 JUL. Beginning 1 AUG the division factor should return to 365.

WORKAROUND:

Payroll: The payroll technician must manually monitor post allowance for principals/12 month educators each pay period to ensure post allowance is paid correctly. No SF-50 is required.

DCPS SCR#: X6706

28. **DoDEA Transactions & Supplemental Status**: Allow DoDEA transactions to process regardless of supplemental status in DCPS. Transactions flowed on the interface are being rejected due to a DCPS edit if the effective date is during non-pay status.

WORKAROUND:

Payroll: Manual intervention is required by payroll. The payroll technician must return the educators to a pay status and then place them back in a non-pay status once actions have processed in DCPS. No SF-50 is required.

DCPS SCR #: X6421

29. **Annual Leave & Home Leave Usage for Pay Plan TP:** DCPS does not recognize grandfathered annual and home leave for educators/administrators who changed from GS pay plan to TP pay plan.

WORKAROUND:

Timekeepers must manually track annual and home leave usage. Customer Service Representatives should notify pay technicians of usage and have the pay technician manually adjust the leave balances.

DCPS SCR #: X6189

30. **Leave Ceiling on Overseas Employees:** When a Home Leave authorization is input into DCPDS, DCPS is not automatically adjusting the employee's leave ceiling to 360 hours.

WORKAROUND:

Payroll: Manual intervention is required by payroll to adjust the leave ceiling to 360 hours.

DCPS SCR #: X6142

31. **Pay Changes on Educators in Non-Pay Status:** Educators who are currently in LWOP status are receiving pay adjustments that could cause an overpayment of salary.

WORKAROUND:

Payroll: Pay technicians must manually audit pay records for educators to determine if the educator was overpaid due to 190 (number of days in classroom) or 222 (when school starts and ends) rate differences.

DCPS SCR #: X5889

32. **Common Data Elements with Different Code Values:** Data elements that are common to both DCPDS and DCPS should have the same code values. Some data element code values received from DCPDS are converted to a different value before being stored by DCPS. This process causes discrepancies when reconciliation files are produced by DCPS to send back to DCPDS. Additionally, the mismatches with common data element code values cause confusion and miscommunication between the payroll and personnel representatives when discussing interface issues. An initiative to modify DCPS to mirror DCPDS codes is being evaluated.

The data elements currently manipulated in one way or another, either incoming or outgoing by DCPS, requiring standardization are as follows:

SSN
Retirement Code
FEHB Temporary Indicator
FEHB Plan
FEHB Option
Entitlement Indicator
TSP Eligibility Date
TSP Status Code
Part Time Career Act Status
Premium Pay Indicator
Pay Table Number

Retained Pay Table Number
Hours Scheduled
Non Pay Hours on Reverse Interface

PROCESSING GUIDANCE: Ensure all of the above data elements are input with the correct value for DCPDS.

DCPS SCR #: X5537

33. **Delete Foreign Entitlements:** DCPS does not send a reverse interface transaction to DCPDS to delete certain entitlements when Department of State changes the authorized percentage to zero. This requires Personnel to manually input a deletion to foreign entitlements on each affected employee.

WORKAROUND: Post Differential and Danger Pay should be terminated in DCPDS when authorized percentage is changed to zero by Department of State. Post Allowance authorizations must remain in DCPDS as percentages fluctuate frequently. The payroll system will properly apply the percentage variations as appropriate.

DCPS SCR #: X5414

34. **Reemployed Annuitants (Offset):** Employees that retire under another Component retirement system and are hired by a Defense Component are “reemployed annuitants” and are subject to “offset.” DCPS does not allow an annuity amount to be entered on employees with an annuitant indicator of 9 and retirement code of 4.

WORKAROUND: There is nothing the payroll technician can do to input this action. The payroll technician must contact the DCPS Customer Support office.

DCPS SCR #: X5200

35. **Date Last Equivalent Increase/Reverse Interface:** Since Date Last Equivalent Increase is not applicable to all employees, it is not a required data element. If the field is left blank, it will not reject at payroll. This field is used to start the flow of LWOP hours back to Personnel, and could cause an erroneous WGI to be generated if non-pay hours are not properly accumulated.

WORKAROUND: The payroll technician needs to enter the Date of Last Increase when appropriate.

DCPS SCR #: X5052

36. **Suspensions not Served Consecutively:** When a suspension is not imposed on consecutive workdays, the suspension must be input manually by the payroll office. The only way the payroll technician knows to break out the workdays of the suspension is from the annotated SF-50 remarks. Since DCPDS does not send remark information automatically to DCPS, the suspension SF-50 must be sent to the payroll office. For example: Suspension is effective 03-29-98 with an NTE date of 6-30-98. However, the employee's suspension will be imposed 3-29-98 through 4-4-98; 4-26-98 through 5-2-98; 5-24-98 through 5-30-98 and 6-21-98 through 6-30-98.

WORKAROUND: HR user should notify the payroll technician of the suspension action. Ensure that all of the workdays or dates are in the remark S77. Send the SF-50 with the remarks to the payroll technician and alert them that the action must be monitored and manually input for each imposed suspension workday or dates.

B. RESOLVED Problems/Deficiencies since Last Issuance

None

Section III: SPECIAL INTERFACE ITEMS AND INFORMATION

A. DCPS Invalid Rejects to Personnel

ERRONEOUS REJECTS: The following are payroll rejects returned to Personnel erroneously. If you are receiving other reject reports that you believe may be invalid, please provide a copy of (1) the reject report; (2) the PAY500 screen reflecting the action being rejected; and (3) a copy of the SF-50 associated with the action, if appropriate, to your Component representative.

1. **Dispatchers (Occ Srs 2151):** DCPS is erroneously rejecting back to Personnel transactions for Dispatchers (Occ Series 2151) when the weekly hours are greater than 40 with a full time work schedule. The reject reports as 9000-Invalid Value in Field(s), Error Fields "Schedule" and "Hours."

REQUIRED ACTION:

Payroll: Payroll must manually enter the SF-50.

Personnel: Personnel must submit a Remedy ticket with the SF-50 that rejected citing this workaround number to the payroll office.

Official Workaround: 04-0005

DCPS SCR: Y0221

2. **Employee Serviced by a Different Component:** DCPS will not accept a transaction from a different servicing Component than the employee is in unless the transaction is a specific NOAC. One of the reasons this edit was added to DCPS is to prevent employees from separating if a late separation comes in, and the employee was already rehired on the same database. DCPS has a system deficiency that is causing erroneous rejects when employees transfer from one DD to another DD Component with NOAC 5## or 7##. These rejects fall to the Personnel Interface Invalid Report (P6606R01) and to the Returns to Personnel Report P6606R03 with error message "3023 "EMPLOYEE SERVICED BY A DIFFERENT COMPONENT, TRANSACTION NOT PROCESSED." Even though this issue has been identified as an erroneous reject and transactions fall to the Payroll Office reports to be worked, an official workaround is being issued to further document this issue.

REQUIRED ACTION: Personnel should notify the payroll office of the actions as they are being done for employees transferring from one DD to another DD Component with NOAC 5##/7## by faxing to the Payroll office the SF-50 citing the workaround number. Personnel should also identify the correct servicing Component since this is not on the SF-50 form. The payroll office should manually input transactions that erroneously reject. It is imperative to enter ALL changes including the servicing Component as shown on the Personnel Interface Invalid Report P6606R01.

Official Workaround: 04-0001

DCPS SCR: X9300

3. **Retirement Annuity Sum Flag:** When NOA 002 Correction to a new hire action (1##) is flowed to correct the "Retirement Annuity Sum Flag", DCPS is erroneously Rejecting the action to Personnel. The error message on the PAYNEW is "9001- Required Field(s) Not Entered." DCPS has logic that will only update the annuitant amount if it's a New Hire

transaction. Even though the amount is a required field when the annuitant indicator value is a code for an offset (new hire or update), it will only use the value sent if it is a new hire transaction. It does not update with a "correction" to the new hire.

REQUIRED ACTION: Personnel must notify the payroll office of the erroneous reject so it can be entered through the On Line Employee Update program.

DCPS SCR #: X9131

4. **Lump Sum Severance Pay:** When a lump sum severance is sent to payroll with either spaces or zeroes in the weekly amount (positions 367-372), DCPS is erroneously rejecting the action to Personnel with error message "9001 – "Sev Wkly."

REQUIRED ACTION: HRO will process the action as is currently done today. No remark is necessary on the SF-50 when severance pay payment is in one lump sum. The remark to be used with the biweekly installment option is "Entitled to (\$) separation incentive pay to be paid at the rate of (\$) per week over (number) of weeks beginning (date)." HRO will call and fax a copy of the SF-50 to the payroll office to alert the technician. NOTE: *ONLY SF-50s with installment payment option information in the REMARKS section will be faxed to the payroll office.* Once received in the payroll office, the technician will examine the SF-50 to determine which method of payment has been elected and follow the payroll office documented workaround procedures.

DCPS SCR: X6981

5. **NOA 002 Correction:** NOA 002 is erroneously being rejected by DCPS back to Personnel when they are expecting the Basic Pay field to be included on certain correction actions. This seems to be happening on actions where a data element that is being corrected would normally include a change in the salary, i.e., Pay Basis, Pay Table ID.

REQUIRED ACTION: Notify the payroll technician of the action and have them manually input the action. Provide a copy of the SF-50, if needed.

DCPS SCR #: X6680

6. **NOA 703 and CAO:** DCPS does not accept a NOA 703 on a CAO action when there is a change in payroll office. DCPS doesn't consider a temporary action to be a "new hire" to the payroll system. The 703 action rejects back to Personnel with error message "9002- Employee SSN Not Found." Another payroll reject will be received from the losing payroll office with error message "9004 – Invalid attempt to add change delete or view" because the losing payroll cannot handle a NOAC 703 loss action.

REQUIRED ACTION: Notify both the gaining and losing payroll technician to manually input the loss and gain action. Both gaining and losing payroll will need a copy of the appropriate SF-50.

DCPS SCR #: X6416

7. **NOA 112/512 TAPER Appointments**: TAPER actions NOACs 112/512 are erroneously being rejected by DCPS because DCPS is looking for a NTE date. DCPS is rejecting the action back to Personnel with a NTE date of three years after the effective date of the TAPER appointment. A NTE date is not needed or flowed to payroll.

REQUIRED ACTION: Notify the payroll technician of the action and have them manually input the action. They will need a copy of the SF-50.

DCPS SCR #: X6231

8. **NOA 872 Time Off Awards**: Time Off Award is being rejected by DCPS for intermittent employees. Even though the awards are authorized by OPM regulation, DCPS programming was not put in place to accept the award.

REQUIRED ACTION: Notify the payroll technician of the action and have them manually input the action. They will need a copy of the SF-50. Procedures have been documented in the DCPS manual.

DCPS SCR #: X6220

9. **Invalid Payroll Reject Selection Criteria**: If a data element passes the DCPDS edits, DCPS has separate edits that erroneously reject the action back to Personnel. DCPS should be dropping these types of system edits to the payroll invalid report for research.

REQUIRED ACTION: Notify the payroll technician that the action you are sending is valid and should be processed manually. For example: If a pay plan is on the DCPDS tables, but not on the DCPS tables, have the action fall to the payroll invalid report for table verification rather than reject the action back to Personnel.

DCPS SCR #: X5256

B. DCPDS Processing Guidance for Special Situations

1. **NAF Retirement**: HR processes an appointment with the wrong retirement plan (FERS) for employees who wish to retain their NAF retirement plan. When HR processes a correction to the retirement plan so that the employee retains their NAF retirement plan, the NAF retirement will not be offset against FERS unless the payroll office manually intervenes to make the appropriate timely corrections.

PROCESSING GUIDANCE: When HR sends this type of retirement correction to payroll, a DFAS remedy ticket needs to be submitted in order for the pay technicians to make the corrections on a timely basis.

2. **Retirement Annuity Annual Increases**: Annual increases to retirement annuity are adjusted by the payroll office. The payroll office usually receives the new yearly amount from the Customer Service Representative (CSR) and manually enters the monthly amount in DCPS.

3. **Processing Extensions on Appointments with NTE Dates**: When processing an Extension of NTE (NOA 7XX) action in the legacy system, the effective date was automatically set by the system as the NTE date plus 1 day. This is not the case in DCPDS today.

In DCPDS, when an appointment with an associated NTE date is produced, DCPDS will generate a Termination-Exp of Appt (NOA 355) RPA through the suspense process fourteen days (14) prior to the effective date of the NTE date. This RPA is viewable in the cancellation/correction process when you select pending actions. The 355 will reside in the cancellation/correction process until one day prior to the actual effective date when it will update unless action is taken.

Example:

15-Jan-04	Appt NTE 15 Jul 04 effective 15-Jan-04
01-Jul-04	System creates a 355 Termination – Exp of Appt
14-Jul-04	Sys updates the 355 Termination – Exp of Appt effective 15-Jul-04
15-Jul-04	System prints the 355 Termination – Exp of Appt

If the user processes a projected conversion/extension action:

When the user processes a projected extension (7XX) or conversion (5XX) action (and the RPA effective date is as a minimum two days prior to the NTE date), DCPDS will automatically re-route and delete the system-generated NOA 355 RPA.

Example:

15-Jan-04	Appt NTE 15 Jul 04 effective 15-Jan-04
01-Jul-04	System creates a 355 Termination – Exp of Appt
05-Jul-04	Input 7XX action effective 13-Jul-04 inputting the correct NTE (this RPA can be initiated on an earlier date) and update HR
05-Jul-04	Check Cancellation/Corrections to ensure the 355 has been removed and rerouted to the Suspense/WGI inbox. When the next Suspense is executed, the 355 RPA will be deleted at this time – it is not necessary for a user to delete it by using the RED X capability.

If the user processes a current or past-dated conversion/extension action:

When a user cannot process a projected conversion/extension with an effective date of two days prior to the NTE date, the 355 RPA should be rerouted to the Suspense/WGI inbox. The conversion/extension should then be updated and after the conversion/extension action (5XX/7XX) has consummated in DCPDS and the Assignment/US Fed Assignment NTE dates have been updated with the new NTE dates, the 355 RPA can be deleted using the RED X capability. Rerouting the 355 RPA to the Suspense/WGI inbox will prevent futures from updating the RPA. If you delete the 355 prior to the effective date of the 5XX/7XX, another 355 RPA will generate the next time Suspense is run. Bottom line, leaving the <Re-routed> RPA in the WGI/Suspense box until after the action has consummated in DCPDS will prevent the regeneration of the Termination – Exp of Appt 355.

Example:

15-Jan-04	Appt NTE 15 Jul 04 effective 15-Jan-04
01-Jul-04	System creates a 355 Termination – Exp of Appt
13-Jul-04	Input 7XX action effective 13-Jul-04 inputting the correct NTE (this RPA can be initiated on an earlier date) and update HR
13-Jul-04	Check Cancellation/Corrections to ensure the 355 rerouted to the Suspense/WGI inbox
16-Jul-04	Respond to the 355 in the inbox and delete it using the “RED X” capability.

4. **Correction to NTE Date:** The NTE Date field located in positions 397-402 of the Pay500 character interface format is used to flow various NTE that would not be appropriate for use with any other NTE date, i.e., unique to a specific NOA and not appropriate for dual action processing. The following table reflects the logic for determining the value of the field. If correction is required to one of the values contained in the table that will remove the date, the system will write “*” to the NTE Date in the interface transaction. DCPS cannot determine which field is being spaced out and, therefore, spaces out all of the identified fields.

IF THE NOA INPUT IS:	FIELD WILL CONTAIN NTE DATE FOR:
430	LWOP NTE
450 (More than 30 days)	Date Suspension Over 30 Days
450 (Less than 30 days)	Date Suspension Under 30 Days
452	Date Suspension Over 30 Days
460	LWOP NTE
472	Furlough NTE
473	LWOP NTE
480	Sabbatical NTE
772	Furlough NTE (New value)
773	LWOP NTE (New Value)

PROCESSING GUIDANCE: If one or more of the NTE dates should contain values after the correction is processed, the user must notify the payroll technician and request the field be manually updated to restore the value.

5. **Entitlements Edits in DCPDS:** DCPDS has only minimal editing to ensure that the amount or percentage input for each of the 16 possible entitlement types is reflected in the appropriate format to produce a valid payment amount. Input of an erroneous combination or value format can result in substantial over- or under-payment to the employee.

PROCESSING GUIDANCE: Ensure the entitlement amount/percentage is input in the correct format and that the correct entitlement code has been selected for the transaction. The following table will assist with the validation. Decimals reflected in format are assumed – do not include them in the input. They are shown to properly identify the meaning of values being authorized. *Reminder: Not all of the identified entitlement types are authorized for use by all agencies. Please be certain of your Component policy before input of these entitlement authorizations.*

Entitlement Code	Entitlement	Amount or Percentage Format
2	Education Allowance – Education Travel	Annual Amount (i)
A	Fringe Benefits	Hourly Amount
C	COLA (Non-Foreign for Alaska, Hawaii, Guam,	Percent (22.50) Input 0002250

D	Non-Foreign Post Differential	Percent (2.50) Input 0000250
I	Subsistence Expense Allowance (SEA)	Daily Amount (iii)
J	Temporary Quarters Subsistence Allowance (TQSE)	Daily Amount (iii)
K	Tropical Differential	Annual Amount (ii)
L	Benefit Allowance – GTMO	Annual Amount or Hourly Amount (based on assigned Pay Plan)
M	Physicians Comparability Allowance	Annual Amount (i)
N	Remote Site-Offshore Allowance	Daily Amount (iii)
O	Recruitment Incentive	Percentage
S	Special Retention Allowance	Annual Amount
X	Foreign Language Proficiency Pay (FLPP)	Pay Period Amount (iv)
Y	Extra Curricular Activity/Stipend	Annual Amount (i)
Z	Extra Duty (Dorm Supervisory)	Annual Amount (i)

6. **Thrift Savings Plan (TSP) Dates:** Date fields associated with TSP information have very specific criteria for determining appropriate values. While automated systems can provide editing to help ensure validity of data input, the users of the system are expected to be knowledgeable in their area of responsibility and able to determine the appropriate values needed. DCPDS does not provide “save me from myself” editing in a lot of areas including TSP date fields. As a result, erroneous dates input with TSP are, in most cases, rejected from the payroll system.

PROCESSING GUIDANCE: It is imperative that the DCPDS user ensure the accuracy and validity of the input. Following is a description of each of the TSP data fields, most frequent erroneous TSP date fields, and assistance in determining the appropriate values. TSP information can be found in DCPDS by navigating to People Enter and Maintain/Assignment/Entries/TSP.

Status Date: Reflects the date that current TSP status became effective. A newly appointed employee will have a value equal to the effective date of the appointment unless TSP is being transferred in from another Component. The status date will change when an ineligible employee becomes eligible, elects to contribute, or terminates participation. This date does not change when participation percentages or amounts are changed.

SCD TSP: TSP service computation date is used for vesting purposes and is required only for employees covered by the FERS retirement system. All Federal Civilian service time is included in this SCD, but the date may not reflect a value earlier than April 1, 2004.

AGENCY CONTRIB ELIG DATE: This date is critical to controlling the automatic 1% government contribution for FERS employees. Employees must serve the appropriate waiting period before receiving agency contributions to their TSP accounts.

EMP CONTRIB ELIG DATE: Reflects the date the employee becomes eligible for contribution to TSP after a TSP Hardship Withdrawal has been disbursed.

The following decision logic table will assist in determining the appropriate date for these fields.

TSP Eligibility Date Determination

If the action being taken is:	And Retirement Plan is:	TSP Status Code is:	Then TSP Agency Contribution Eligibility Date will be:	Then TSP Employee Contribution Eligibility Date will be:
Appointment with no transferable TSP participation or previous eligibility	FERS	I	The second eligibility month after the effective date of appointment. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Blank.
Reemployment with previous eligibility	FERS	E	The date of appointment	Blank.
Appointment with transferable TSP participation (includes transfer from another agency)	FERS	E or Y or T or W or S	Date employee became eligible to participate at the previous Component. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Will be blank unless employee has received a TSP Hardship In-service Withdrawal and the 6-month non-contribution period has not ended (if TSP Status Code equals T or S).
Any	FICA	I or space	Employee is not eligible – no date should be input	Blank.
TSP Election (before eligibility for Component 1% for FERS)	FERS	W	Eligibility date remains unchanged as a FUTURE date that the employee becomes eligible for Component contribution.	Eligibility date must be current or past date (if employee had received a TSP Hardship In-service Withdrawal); otherwise Blank.
TSP Election (after eligibility for Component 1% for FERS)	FERS Or CSRS Or NAF Eligible	Y	Eligibility date will remain unchanged with this action. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Eligibility date must be current or past date (if employee had received a TSP Hardship In-service Withdrawal); otherwise Blank.
TSP Status Change from Ineligible to Eligible (without matched employee contribution for FERS) on the date the employee becomes eligible for Component contribution	FERS Or CSRS Or NAF Eligible	Changed From I to E	Eligibility date will remain unchanged with this action. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Blank.
TSP Status Change from Ineligible to Eligible (with unmatched employee contribution for FERS) on the date employee becomes eligible for Component contribution	FERS	Changed From W to Y	Eligibility date will remain unchanged with this action. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Blank.
Participation is Terminated (voluntary and not based on a TSP Hardship In-Service Withdrawal)	FERS Or CSRS Or NAF Eligible	Changed from Y to T	Eligibility date will remain unchanged with this action. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Blank.

If the action being taken is:	And Retirement Plan is:	TSP Status Code is:	Then TSP Agency Contribution Eligibility Date will be:	Then TSP Employee Contribution Eligibility Date will be:
Participation is Terminated when employee is not eligible for Component contributions (voluntary and not based on a TSP Hardship In-Service Withdrawal)	FERS	Changed from W to S	Eligibility date will remain unchanged with this action and must be a FUTURE date. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Blank
TSP Participation is terminated for a six month period when TSP hardship in-service withdrawal is taken by the employee	FERS Or CSRS Or NAF Eligible	Changed from Y to T or W to S	Eligibility date will remain unchanged with this action. The date will be the first pay period effective in June or December of the year in which the employee became eligible.	Non-contribution period begins on the date the financial hardship in-service withdrawal is disbursed and ends 6 months later. The eligibility date will NOT be the next open season effective date as is required for all other eligibility conditions.

7. **Awards:** Modifications have been made to DCPS for processing multiple cash awards. A new Award Record will be stored for each cash award received. DCPS will now allow multiple awards to be processed through the PDS Interface and online with the same NOAC as long as the effective date is different. Also, multiple awards can be processed if the effective date is the same but the NOAC is different. If a correction is received by DCPS, the existing award record will be modified. If an award is cancelled, the award record in DCPS will remain but the amount field will be changed to zero. Duplicate awards with the same NOAC and the same effective date will not be valid in DCPS. These will be written to the Personnel Invalid Transactions Report with the new error message "1012 – TRANSACTION NOT PROCESSED, ORIG AWARD NOT FOUND OR DUP AWARD." If duplicate awards are processed in DCPDS, one of the entries should be cancelled in DCPDS. RESOLUTION OF THE DUPLICATE AWARD MUST BE CAREFULLY COORDINATED WITH DFAS AS THE CANCELLATION WILL CREATE A PAY500 THAT MUST NOT PROCESS IN DCPS.

8. **SSN Correction/Change:** SSN correction/change processing requires special attention and coordination with the servicing payroll center. Conditions may exist on the payroll database that will prohibit successful processing of the NOA 499 payroll interface transaction. If the employee was previously serviced on the payroll database with the new SSN value, the transaction will error to the Personnel Interface Report P6606R01. Additionally, problems have been experienced when the user notifies the payroll office of a SSN change, and the payroll office makes the change manually before the interface transaction is received. This condition causes the interface transaction to reject back to Personnel stating that the employee record could not be found. It is recommended that a payroll office Remedy be submitted when the SSN change is input to DCPDS to alert the payroll technician of the pending SSN change. The notification should request that the technician not manually enter the new SSN, but watch for the NOA 499 transaction and ensure it is properly updated to the DCPS record. If a record exists with the same SSN, the payroll technician will then be aware that additional effort is required.

The use of PSEUDO SSN for a second appointment within or outside of the Component continues to be required by DCPS. Ideally, the PSEUDO SSN (second) appointment would always end first without impact to the primary appointment. Frequently the appointments end opposite the ideal. Any attempt to remove a PSEUDO SSN from the DCPDS record will have very adverse results in the payroll system. DCPDS does not reflect the PSEUDO value in the primary "National Identifier" field, so documents and reports produced by the system reflect the REAL SSN. Continuing the use of the PSEUDO SSN has caused no adverse impact and will avoid loss of pay history and possible duplication of records in the DCPS system.

9. **Temporary Assignment NOAC – Change in Payroll Database:** Completion of the DCPS database realignment by Component has significantly decreased the occurrence of changes in payroll office ID with temporary assignment NOAs. There may be, however, those instances when a record moves between a CONUS and overseas location resulting in a change in the payroll database. Transactions received by DCPS to hire/separate employees using NOACs 703, 921,741, 930 are rejected back to Personnel with the error message "9002 - EMPLOYEE ID NOT FOUND." Transactions to separate the employee are being rejected back to Personnel with the error message "9004 - INVALID ATTEMPT TO ADD, CHANGE, DELETE,OR VIEW" identifying NOAC and G/P-PRO as the error fields. Therefore, both payroll offices will need to acquire a copy of the SF-50 for this situation, and the following workaround is necessary to process the action.

PROCESSING GUIDANCE:

Gaining Payroll: New hire the employee using a NOAC of 721 Reassignment with all the information from the temporary action, excluding the NTE date. This will store a permanent supplemental. Then, input the temporary assignment with the appropriate NOAC via Employee Update. Retirement service history needs to be adjusted as appropriate.

These employees will need to be monitored closely when they reach the NTE date of their temporary assignment. Since they were hired under a temporary assignment, there is no authority to pay the employee after the NTE date unless a transaction is received from Personnel. This workaround will prevent the payroll office from having to rebuild the employee's record if the personnel office is late sending the extension or change to lower grade to move the employee back to the previous payroll office or make the employee permanent in the existing payroll office.

Losing Payroll Office: Using the Separation Program, separate the employee with a NOAC of 721 Reassignment using the SF-50 received from Personnel. Retirement service history needs to be adjusted as appropriate.

Personnel: When processing NOACs 703, 921,741, 930, etc., provide both payroll offices with copies of the SF-50.

10. **Procedures for Correcting Payroll Office ID:** During the mass DCPS to DCPS record transfers that were done in 2002, it was found that many records were being moved by Components in conflict with the servicing realignment. In order to better manage the alignment of records, DFAS determined that PON actions would have to be set to no longer process directly to the system. CPMS concurred with the resolution as records on both systems were being erroneously modified.

It has been determined that there are basically two situations when a user MUST correct a payroll office ID. The first is addressed in our New Payroll Sequence Validation Procedures

at Section V.C. The second condition is when a record is updated to reflect the wrong payroll office; however, the sequence for the SOID/POID/Servicing Component is a valid combination. Records in that condition will not be identified by the new payroll sequence reports and are generally identified when the timekeeper or CSR cannot access the record. Neither of these cases should result in cancellation of an action in DCPDS. The action that gained the employee to the wrong payroll office was a valid, legal, and appropriate action and may not be cancelled to fix the payroll office ID error. In both cases, the processing resolution is the same.

The first step is to correct the payroll office ID in the employee's position, date tracking to the appropriate effective date. The update will create two PON transactions to payroll. BOTH will reject. To provide the NEW payroll office with the necessary transactions, use the payroll regeneration process to resend each Pay500 for the record (except the PON) changing the payroll office ID to the NEW value. These actions must be regenerated in exactly the same order they were originally processed. The loss transaction on the OLD (wrong) payroll office database must be manually terminated by the payroll technician. A payroll office Remedy must be opened requesting the invalid account be deactivated. If the employee has been paid on the OLD database, additional coordination will be required between losing and gaining payroll offices. Be sure the Remedy submission identifies the gaining payroll office database along with other necessary information.

11. **Part Time Indicator:** The definition of Part Time Indicator values was not descriptive enough to ensure the users would select the correct value in DCPDS. As a result, transactions were rejecting from the payroll system when an erroneous combination of Part Time Indicator and Hours Scheduled hit the compatibility edits on DCPS. A CRT was written to modify the clear text. The following changes were made via CRT 03-9745-DoD that was fielded in Patch 51.1 on Nov 7 2003.

CODE	MEANING
1	Exempt from PL95-437 Sched Hours Limitation
2	Subject to PL95-437 Sched Hours Limitation

DCPS EDITS

If the employee's PCA status code = Y (Part Time Subject to PL 95-437), the scheduled hours must be between 16-32 hours weekly (32 to 64 hours bi-weekly).

If the supplemental has less than 16 or greater than 32 hours weekly, the PCA status code must be "N" (part time indicator not subject to PL 95-437). The "N" can be for any number of hours.

There is a problem with PCA code equal to "Y" when hours fall outside of the 16-32 hours weekly. Payroll will store on the supplemental with whatever Personnel sends, even if it is a 2 which converts to "Y" for an employee that has 70 bi-weekly hours. This situation will cause an invalid condition for T&A, and the timekeeper would not be able to access the record. T&A processes recognize the combination of PCA "Y" and hours other than 16-32 as invalid; however, it is not edited through the interface.

HOW TO CORRECT PART TIME INDICATOR

Date track to the appropriate effective date; navigate to People/Enter and Maintain/Assignment/Others/Extra Information/US Gov Assignment Non 52. Update the part time indicator to the new value based on the criteria above. A Pay500 will be produced with NOA J4D.

12. **Proper Procedures for Coding Records with Pay Plan ED**: Requests for manual payroll workarounds for records with Pay Plan equal to “ED” and Pay Basis equal to PH (per hour) are being submitted to CPMS. These actions are rejecting at payroll because payroll does NOT recognize Pay Plan “ED” with full time schedule and hourly rate. The actions fail at DCPS because DCPS edits expect that an hourly employee will be on an intermittent work schedule rather than full or part time with pre-scheduled hours. These records should be coded with a “PD” pay basis and corresponding salary and, once this is done, DCPS will process the action without manual intervention.

13. **Firefighter Hours Scheduled and Premium Pay Indicator Change**: When hours scheduled and premium pay indicators are changed on a firefighter, in what order must the two transactions be done?

PROCESSING GUIDANCE:

The transactions must be sent in the following order:

J4B to change the hours--this will reject in payroll.

JQU to change premium--this transaction will also update the hours previously rejected.

C. Processing Reminders and Items of Interest

This section is added to provide an avenue for processing instruction reminders and other items of interest. We hope you find this addition useful and welcome your suggestions/requests for inclusion of topics of interest in future issuances. Please submit your requests through your Component/payroll office Personnel/Payroll Interface Workgroup POC.

1. **Separated employee – Rehired and Severance Pay should be terminated**: When an employee is separated under RIF procedures that entitled that employee to receive Severance Pay and, after a break in service, another Federal Agency has rehired the employee and notified the losing HRO to terminate his severance pay. Once the losing HRO has been notified, the losing HRO should submit a payroll remedy to the appropriate payroll office to stop the severance pay and provide the effective date.

2. **Reconciliation Mismatch Report**: Users should ignore the following mismatches.

- ✓ Date of Birth mismatches if the employee record reflects a birth date earlier than 1915.
- ✓ Premium Pay mismatches if the employee’s occupational series is 2152 (Air Traffic Controller) and authorized the 5% premium pay.
- ✓ Title 38 Premium Pay Indicator K mismatches – payroll will not be sending Premium Pay Indicator in the payroll RECON file.

D. RESOLVED Special Interface Items and Information

None

Section IV: HARD COPY DOCUMENTATION REQUIRED BY PAYROLL OFFICES

A. Standard Form 50 (NPA) Required by the Defense Civilian Pay System Payroll Offices

The following list represents hardcopy SF-50s required by the DCPS payroll offices.

1. SF-50 reflecting a change in payroll office number. (Mass transfers must be approved at DFAS-HQ/F in accordance with the DODFMR Volume 8, paragraph 060302).
2. Cancellation (001) SF-50 actions.
3. Correction (002) SF-50 actions, if the correction affects other than the most recent action, i.e., a 002 correction with remarks identifying the date effective and information truly being corrected.
4. Change in Retirement Plan (NOAC 803).
5. SF-50 that was erroneously rejected by DCPS but is correct in DCPDS.
6. SF-50 that the DCPDS is either not providing a transaction or is providing an erroneous automated interface transaction to DCPS.
7. Award SF-50s for inactive employees when the record no longer exists in the personnel system.
8. SF-50 with typed or corrected payroll related information. A typed SF-50 will not be accepted for actions normally processed via the interface. When this situation occurs, the HRO should document the situation and forward the documentation to the DCPDS service representative for review to identify recommended changes to the interface or work procedures.
9. SF-50 required by the civilian payroll office to complete an Equal Employment Opportunity settlement, a back pay settlement, a debt for waiver purposes, or any other audit requiring SF-50 documentation.
10. SF-50 documenting the following:
 - a. LWOP due to active military duty/training.
 - b. Changes to the Department of Defense Elementary and Secondary Schools (DDES) teacher's pay information.
 - c. Suspension identifying non-consecutive dates.
 - d. Change in Service Computation Date (NOAC 882) with remarks that identify an effective date other than the date in block 4 of the SF-50.
 - e. Employee to whom a Recruitment Bonus has been paid and separates before the expiration of a service agreement.
 - f. SF-50 with remarks regarding BRAC leave.
 - g. Furlough identifying non-consecutive dates.

B. Other Documents

1. SF-1190 Advance Payments
2. SF-1190 Foreign Transfer Allowance
3. SF-1190 TQSA
4. Authorization Letter for Student Loan Repayment
5. FEHB Pre-Tax Waiver form

Section V: DFAS Payroll Remedy Templates

A. VERA/VSIP Installments:

The Deputy Assistant Secretary of Defense (Civilian Personnel Policy) issued implementing guidance by a memorandum, dated 4 January 2002, in support of optional VSIP/VERA payment plans. The payroll interface processes are unable to support electronic submission of the payment options. Payroll offices are tasked with entering payment options as soon as possible following receipt of the separation action and NOA 825 through interface. The following steps are required to ensure the payment options are recorded in DCPS before the lump sum payment is produced.

UPON RECEIPT of the employee VSIP/VERA payment option election form, HR user should create a payroll Remedy ticket and select the title “VSIP/VERA INSTALLMENTS”. This will open a template where an HR user can list up to 5 employees and their elections – be sure to fill in all of the blocks on the VSIP template completely and correctly. *This remedy ticket should be submitted no later than one pay period prior to the employee’s separation/retirement AND prior to entering the separation action (with VERA/VSIP) into DCPDS.*

Payroll would modify the VSIP/VERA award payment entry as instructed in the extensive payroll workaround provided by SMO PE.

DCPDS SCR 04-14389-DoD

B. TDY Danger Pay and/or Post Differential:

Attached is the TDY Danger Pay and/or Post Differential Template; and the instructions are also on the template. Log in to DFAS Remedy and select the Title, “TDY Danger/Post Diff Pay” entry from the Title menu and the template will appear at the bottom of the screen view. Select “YES” for the Danger Pay question to open the fields for write (the fields default to read-only). If you select “NO” for the Danger Pay question this message will popup: “A personnel action must be interfaced to update payroll record! (ARNOTE 10002)”.

NOTES: The Hardcopy button will only print Location Code 1 section if 2 and 3 are blank, and Print Location Code 1 and 2 if both are populated, and all if all three are populated. The ‘Certified Date’ field is system generated. The template will not be accepted unless at least the Location Code 1 section is filled (danger pay or Post Diff authorized fields) and the Certified by POC is populated along with certified phone field.

Section VI: ADDITIONAL INFORMATION

A. Standard Operating Procedure for Manual Workaround Request/Approval

1. Instructions provided in this SOP are to be followed when personnel transaction or record data cannot be provided to the payroll system through electronic interface. This could occur when there are system process failures or new processes that are not yet available in either the personnel or payroll system. The need for authorization for a manual workaround may also be required on an individual transaction basis because of unique record conditions or problems. No manual workarounds for payroll interface are to be initiated without approval by CPMS.

This SOP is developed to ensure (1) manual intervention on the part of either the payroll or personnel office is required and appropriate; (2) all users of the Defense Civilian Personnel System (DCPDS) and Defense Civilian Payroll System (DCPS) are informed of known system conditions that require workaround action or special handling; (3) consistency in processes between the personnel and payroll systems throughout Department of Defense; (4) communication of problems and issues through appropriate channels with results being coordinated and documented.

2. Procedures:

a. Process failures / individual transaction issues DCPDS initiated

► User will:

- Verify that the problem was not result of user error - If yes, reprocess correctly. If no, go to next step.
- Verify that the problem was not result of invalid record conditions. If yes, correct erroneous record conditions and reprocess. If no, go to the next step.
- Document the problem with screen pictures and thorough description of processing steps and record conditions.
- Report the problem and provide documentation through your agency channels and request a workaround be provided.

► Designated Component representatives will:

- Validate the problem.
- Report it to Remedy or CRT (if record cleanup).
- Provide description of the problem to CPMS POC via e-mail with request for a workaround. Include the remedy number in the email message.
- For individual transaction issues:
 - ✓ Ensure the problem has been documented in DCPDS Remedy or CRT.
 - ✓ Ensure that the problem identified is the same problem as the remedy number or CRT documented in the request.
 - ✓ Ensure the problem is not the result of user error.
 - ✓ Provide workaround template with the description and screenshot of the problem.
 - ✓ Include the electronic SF50 (or other documents) that DFAS would need to process the workaround request.

- ✓ Multiple records with the same problem should be submitted on one form. If there is not adequate space in the designated block, please submit a spreadsheet with the required information in the same e-mail as the request form.

▶ CPMS POC will

- Review the problem.
- Develop an appropriate workaround.
- If the workaround is due to a system process failure, prepare official workaround form and post it in the control log.
- Prepare the workaround to DFAS for concurrence.
- Issue the official workaround document via e-mail to the Personnel / Payroll Interface Workgroup representatives for distribution within their agencies, following approval by DFAS.
- Issue 'rescind notice' for the workaround, once final problem is corrected and fielded.
- For individual transaction issues:
 - ✓ Will not issue an official workaround.
 - ✓ Coordination with DFAS will be accomplished through e-mail.
 - ✓ Component will be notified of DFAS completion of workaround by e-mail to the Component POC reporting the problem.

▶ TSOPE will

- Review the workaround document.
- Coordinate the workaround document with the payroll offices.
- Send concurrence to CPMS POC after coordination for Official Workaround issuance.
- For individual transaction issues:
 - ✓ Coordinate the workaround with the DFAS payroll offices.
 - ✓ Provide DFAS completion to CPMS POC by email (who will then notify the Component).

b. Process failures / individual transaction issues DCPS initiated

- ▶ Payroll center staff reports the difficulty to TSOPE via DAR.
- ▶ TSOPE staff validates the problem and identifies the appropriate workaround.
- ▶ TSOPE prepares the official workaround form and forwards it to CPMS POC
- ▶ CPMS POC.
 - Assigns the control number and posts to the log.
 - Issues the official workaround via e-mail to the Personnel / Payroll Interface Workgroup representatives.
- ▶ TSOPE distributes the workaround document to the payroll centers.

3. New Functionality not yet Available:

- ▶ Workarounds may be initiated by either DFAS or CPMS:
 - If DCPS is the source of the workaround, DFAS/TSOPE will provide information to CPMS/AMD.

- If DCPDS is the source of the workaround, CPMS/AMD will provide information to DFAS/TSOPE.
- Workaround will be jointly developed and agreed to by CPMS POC and DFAS/TSOPE designee.
- CPMS POC will prepare official workaround document and post it to the log.
- Official Workaround document will be forwarded to DFAS/TSOPE for final coordination.
- Document will be issued via e-mail to the Personnel / Payroll interface Workgroup representatives for distribution within their agencies.
- When system changes are completed for the new processes, CPMS POC will issue rescind notice for the workaround.

B. New Payroll Sequence Validation Procedures

Please have each record verified to determine whether the SOID and POID or SERVICING COMPONENT values are correct. The following action is required based on your record validation:

IF the SOID/POID combination is valid send e-mail to:

FPE-DCPS-PRODUCTION-SUPPORT@DFAS.MIL
DCPDS.EXIT@dcps.cpms.osd.mil
Mitzy.Taylor@randolph.af.mil
Donna.Farris@randolph.af.mil

E-MAIL MESSAGE SHOULD READ:

New payroll interface sequence is valid for the following SOID/POID combination. Please establish the sequence in DCPS and process held packages.

SOID: 5XAF (<i>example only</i>)	POID: PE (<i>example only</i>)
7X16 (<i>example only</i>)	POID: CH (<i>example only</i>)
MJNV (<i>example only</i>)	POID: FF (<i>example only</i>)

(Be sure to reflect the appropriate combination of SOID and servicing Component for SOID value.)

IF the SOID/POID combination is invalid:

Correct the record by going to the position, date track to the ASSIGNMENT START DATE (not the position establish date) and change the payroll office ID or servicing office ID to the correct value.

Using payroll regeneration capability, reflow the erroneously routed actions to the correct payroll office, being certain to change the payroll office ID or servicing office ID to the new value before saving the action.

Send e-mail to:

FPE-DCPS-PRODUCTION-SUPPORT@DFAS.MIL

DCPDS.EXIT@dcpds.cpms.osd.mil
Mitzy.Taylor@randolph.af.mil
Donna.Farris@randolph.af.mil

E-MAIL MESSAGE SHOULD READ:

New payroll interface sequence is INVALID for the following SOID/POID combination. Record modification has been completed. Please DELETE the erroneous sequence from both DCPDS and all DCPS databases.

SOID: 5XAF (<i>example only</i>)	POID: PE (<i>example only</i>)
7X16 (<i>example only</i>)	POID: CH (<i>example only</i>)

(Be sure to reflect the appropriate combination of SOID and servicing Component for SOID value.)

C. Personnel Pay Application Data (PAD)

The financial and leave data that is populated to the Financial Data screens in DCPDS (and subsequently the CSU) are obtained from the PAD file. The PAD file is a separate file from the reverse interface file that updates Time & Attendance data in the personnel records. PAD data includes pay period and year to date information for pay and leave. Employee address is also included in the PAD file and is loaded to DCPDS on a changes-only basis.

The PAD processing is normally scheduled for the second week of the pay period. For example: financial information for pay period ending 24 January 2004 was not scheduled to load to the regions until 6 February 2004. If all of the files are received within the first week of the pay period by Friday afternoon, the process will run one week earlier than expected. CPMS will not provide PAD file processing notifications to the Components if this should occur.

D. Payroll Regeneration Guidance

HR and payroll staff members alike have a responsibility and a desire to resolve problems that would interfere with employees receiving correct and timely pay changes. Users frequently think that the payroll regeneration capability will solve the problems only to find that it does not. Understanding the intent and appropriate use of the processes will dispel the myths and, hopefully, the frustrations associated with unsuccessful payroll interface results.

1. When is Regeneration of a payroll transaction needed?

If a rejected Pay500 transaction was not worked before dropping from the payroll pending queue, regeneration will allow the ORIGINAL action to be resent for processing at DCPS again. The condition that caused the original transaction to reject will cause the regenerated action to also reject. The appropriate corrective action can then be taken to resolve the transaction.

If a system problem exists in DCPDS that results in erroneous Pay500 format creation, regeneration will allow for transmission of a corrected format. Specific instructions will be provided in the form of official workaround documents or CPMS issued e-mail notification.

If a system problem exists in DCPS that requires a modification to the Pay500 format or data content that is normally reflected in the Pay500 format is missing. This condition would also be documented in the form of Official Workaround or CPMS issued e-mail notification.

2. Regeneration process is not to be used to create NEW Pay500 transactions for actions that are not being processed in DCPDS. Regeneration process is not required to resolve missing packages. Requests to regenerate missing transactions should be researched to determine why the action is considered “missing.” Interface package tracking processes provided at our EXITS level have all but eliminated missing packages. When a package is late arriving at DCPS, notifications are accomplished and retransmission done within a few hours.

3. Access to payroll regeneration process is limited to a few select users at each region to protect the region from inappropriate use of the capability.

Regeneration is not the appropriate avenue for resolving Personnel/Payroll Reconciliation data matches. Please ensure documented RECON procedures are followed to allow for proper correction of payroll records.

E. Life of a Personnel Action

On Monday morning, Mr. Brown, supervisor of the Paper Airplane Construction Area, completed his selection package to fill his vacant “Chief, Airplane Detailing” position. He was pleased to promote one of his best employees, Samuel, to this position and quickly completed the RPA with an effective date of the following Sunday. With all appropriate signatures in place, he handed it to his HRO. Susan, HRO representative, reviewed the RPA and forwarded it to the processing area Tuesday morning since all necessary information was there and proper approvals were in place. Gary in Processing reviewed the form and on Wednesday input the action to DCPDS to effect the promotion the following Sunday and generate the SF-50. It all seemed perfect!! Another happy employee would receive a well-deserved promotion!

The promotion action began to travel through the maze of systems. It overcame the first hurdle in DCPDS, became part of the update and appeared on the “Pay500” indicating its journey had begun to DCPS. Since the action was effective the following pay period (Sunday), the action patiently waited for the effective date to continue on the journey.

On the effective date, the action found itself whirling in the systems maze and on its way to DCPS for the next Monday. After arriving, the action found it was to encounter a delay since processing in DCPS for the pay period ending the prior Saturday was underway. No actions effective the new pay period could process until AFTER payroll processing was complete. Before the action could catch its breath, it was spinning through the DCPS edits. On the horizon, the action could see all the possible destinations listed below:

ADD, CHANGE & DELETE REPORT – Shows that the action processed perfectly and was in effect in DCPS without delay. The action hoped to end up on this report because it would mean the action processed perfectly and was in effect in DCPS without delay (Unfortunately the action bypassed this destination.).

The other destinations listed below seemed much less permanent. They held the following labels:

- Returns to Personnel Report P6606R03
- Personnel Invalid Report P6606R01
- Personnel Message Report P660
- Missing Organization Report P6606R04

The action observed that many other actions passed some but not all edits. Some actions were headed to the PERSONNEL INVALID REPORT, but after some tending by the payroll technician, passed on to the ADD, CHANGE & DELETE REPORT to become happy and whole in DCPS. Some fell to the PERSONNEL MESSAGE REPORT where they were tended to by a payroll technician where minor changes may or may not be effected. Others tumbled to the MISSING ORGANIZATION REPORT as a detour because they carried an Activity or Organization Code of which DCPS was unaware. The detour lasted only a few days because, as soon as the Activity or Organization were added to the DCPS tables, the actions were whisked away to their permanent home in DCPS. Last, but not least, there were the unlucky actions that had failed major edits and were destined for the RETURNS TO PERSONNEL area. This meant the actions would be returned to Personnel for correction and resubmission. These actions would appear on a PAYNEW report in HRO for correction. Once the actions are corrected by HRO, they would be sent again to start the same journey in hopes of finding a permanent home in DCPS.

The moral of this story is MANY things can cause a personnel action to not process in DCPS even though DCPDS system appears to be correct. With a few exceptions, the actions can be tracked to one of the destinations mentioned above. If the action has rejected and produced a “PAYNEW,” payroll will wait two pay periods for the action to be corrected through the interface. It is critical that Personnel research prior to reflowing actions to payroll. If the action has landed on any of the reports listed above, regenerating the same action with no correction will produce the same result.

F. **When should a DFAS Remedy Cover Sheet be included in the fax to DFAS Imaging:**

In September 2003, a standard Imaging FAX Cover sheet was developed for use when sending documents to the DFAS Imaging system. Using the Fax Cover Sheet will ensure the documents will be imaged to the correct payroll office in a more timely and efficient manner. The Fax Cover Sheet can be found on the DFAS4DOD website. Click on the URL below to obtain a copy of this form:

<https://dfas4dod.dfas.mil/systems/dcps/consolid/files/Forms.htm>

Questions have been asked as to when the Fax Cover Sheet should be included when faxing SF50s to DFAS Imaging system. The following information provides that guidance:

- ✓ If a SF50 is being faxed based on the letter of required SF50s or other documents (see Section IV A and B in this PAL), no cover sheet is required.
- ✓ If a SF50 is being faxed based on a Remedy Ticket, include a cover sheet and write the Remedy Ticket Number in the Remarks area of the SF50.
- ✓ If a SF50 is being faxed based on a legitimate request from the payroll office, include a DFAS cover sheet with the statement “Per (name of requestor) request”.
- ✓ If a SF50 is being faxed based on a documented workaround that is not on the list of required SF50s, include a cover sheet with the statement “Due to a documented workaround” plus the workaround number. If the workaround is not documented, it must be coordinated with CPMS prior to faxing.
- ✓ Do not fax SF50s that do not meet the above situations as they will not be worked by payroll offices.

INDEX

A	
Air Traffic Controller	14
Annual Leave & Home Leave Usage for Pay Plan TP	18
Auto Roll Part 2 – NOACs 001 and 5ED	16
Awards	28
B	
BRAC Commission Members with Pay Plan SR	9
C	
Chaplains Pay Basis	14
Common Data Elements with Different Code Values	18
Correction of Effective Dates	6
Correction to NTE Date	25
D	
Date Last Equivalent Increase/Reverse Interface	19
DCPS Terminating Entitlements	17
Delete Foreign Entitlements	19
Dispatchers (Occ Srs 2151)	21
Distance Learning for TP with Retention	11
DoDEA Transactions & Supplemental Status	17
E	
Employee Serviced by a Different Component	21
Entitlements Edits in DCPDS	25
Erroneous T-Supplemental Records	10
F	
FEHB Pre-Tax Waiver	9
Firefighter Hours Scheduled and Premium Pay Indicator Change	31
Foreign Transfer Allowance (FTA)	6
H	
Highly Qualified Experts (Pay Plan EE)	10
I	
Invalid Payroll Reject Selection Criteria	23
L	
Leave Ceiling on Overseas Employees	18
Life as a Personnel Action	39
LQA/TQSA Overlap	16
Lump Sum Entitlements	17
Lump Sum Severance Pay	22
N	
NAF Retirement	23
Navy UIC Prefix	13
New Hire Erroneous Reject	11
New Hire Transactions Rejecting because of FEHB Plan ‘ZZ’ and FEHB status ‘Y’	14
New Payroll Sequence Validation Procedures	37
NOA COA Payroll Reject	9
NOA 002 Correction	22
NOA 112/512 TAPER Appointments	23

N	
NOA 317 Resignation	6
NOA 7## Transactions with Same Eff Date as NOAC 894 or 800	10
NOA 703 and CAO	22
NOA 816 Relocation Bonus for LEOs	7
NOA 827 Retention Incentive	5
NOA 842 Suggestion Award	8
NOA 849 Senior Career Employee Rank Award	7
NOA 872 Time Off Awards	23
O	
Other Documents	33
P	
Part Time Indicator	30
Pay Changes on Educators in Non-Pay Status	18
Pay not Capped Correctly on NOAC 702 PRD 6 PTID 0558	5
Payroll Regeneration Guidance	38
PCA for Dentist Additional	12
PCA for Dentists (Erroneous PAYNEW)	12
Personnel Pay Application Data (PAD)	38
Physicians Comparability	15
Post Allowance for Principals/12 Month Educators during Leap Year	17
Premium Pay for Emergency Medical Series 640	13
Procedures for Correcting Payroll Office ID	29
Processing Extensions on Appointments with NTE Dates	23
Proper Procedures for Coding Records with Pay Plan ED	31
PSEUDO Social Security Numbers	16
R	
Reconciliation Mismatch Report	31
Reemployed Annuitants (Offset)	19
Retirement Annuity Annual Increase	23
Retirement Annuity Sum Flag	21
Retroactive Pay Adjustments for Transferred Employees Remaining in Same Payroll Office	12
S	
Separate Maintenance Allowance (SMA)	6
Separated Employees – Rehired and Severance Pay should be Terminated	31
Separations with Temporary “T” Supplementals	16
SSN Correction/Change	28
Standard Form 50 (NPA) Required by the Defense Civilian Pay System Payroll Offices	32
Standard Operating Procedure for Manual Workaround Request/Approval	35
Student Firefighters	13
Suspensions not Served Consecutively	20

T	
<u>Teacher Hired during Summer Recess</u>	15
<u>TDY Danger Pay and/or Post Differential</u>	34
<u>Temporary Assignment NOAC – Change in Payroll Database</u>	29
<u>Temporary Supplemental Data on RECON File</u>	15
<u>Thrift Savings Plan (TSP) Dates</u>	26
V	
<u>VSIP/VERA Payment Options</u>	34
W	
<u>When should a DFAS Remedy Cover Sheet be included in the fax to DFAS Imaging</u>	40